United Nations ST/AI/2011/6

Secretariat

27 June 2011

Administrative instruction

Mobility and hardship scheme

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/2009/4, and for the purpose of implementing the changes made to the mobility and hardship scheme, as approved by the General Assembly in its resolution 65/248, hereby promulgates the following:

Section 1
General provisions

Purpose

1.1 The mobility and hardship scheme includes the following non-pensionable allowances:

(a) A mobility allowance, which varies according to the number of assignments and the purpose of which is to provide an incentive for the geographic mobility of staff;

(b) A hardship allowance, the purpose of which is to compensate for the varying degrees of hardship at different duty stations;

(c) A non-removal allowance, the purpose of which is to compensate for the non-removal of personal effects and household goods;

(d) An additional non-family hardship allowance, the purpose of which is to recognize that service in non-family duty stations represents an increased level of financial and psychological hardship in terms of involuntary separation from families and additional costs related to such service.

Eligibility

1.2 Staff in the Professional and higher categories (i.e., international Professional staff), staff in the Field Service category and internationally recruited General Service staff shall be eligible for payment of the allowances under this scheme, provided they meet the requirements set out in section 1.3 and the particular conditions governing each allowance, as set out in sections 2, 3, 4 and 5 below.

Please recycle

1.3 Eligibility for the mobility and non-removal allowances under this scheme shall require an appointment to a duty station, or a reassignment to a new duty station, for a period of one year or longer, normally giving rise to an assignment grant under staff rule 7.14. However, some of the allowances may also be paid when an appointment or assignment with payment of a daily subsistence allowance is subsequently extended to one year or longer, in which case the allowances may be paid as of the first day following discontinuation of the subsistence allowance.

1.4 The hardship and additional non-family hardship allowances are payable irrespective of the appointment duration, as provided in sections 3.2 and 5.1 below.

1.5 The allowances under this scheme are not considered expatriate benefits, and may be paid to eligible staff members serving in their home country.

Category and designation of duty stations

1.6 All duty stations are placed by the International Civil Service Commission in one of six categories: H, and A to E. Duty stations in category H are headquarters and similarly designated locations where the United Nations has no development or humanitarian assistance programme, or locations in countries that are members of the European Union. The A to E categories comprise all other duty stations, classified by order of difficulty of conditions of life and work. Staff are informed of the category of their duty station on an annual basis or more frequently if there is a change in classification.

1.7 For the purpose of payment of the additional non-family hardship allowance, a duty station will be designated as "non-family" by the organizations of the United Nations common system when the medium- or longer-term presence of non-essential staff and/or recognized spouses and/or dependent children in the staff member's duty station is deemed dangerous or unsuitable for reasons of their safety and security. A decision regarding whether to designate a duty station as "non-family" is normally taken within six months of the declaration of evacuation or relocation of non-essential staff and/or family members.

Amount

1.8 The amount of the allowances payable to each eligible staff member varies by grade level and dependency status, and depends:

(a) For the mobility allowance, on the number of assignments of a staff member;

(b) For the hardship allowance, on the hardship classification of the duty station where the staff member is serving;

(c) For the non-removal allowance, on whether the staff member has an entitlement to the full removal of household goods and has requested unaccompanied shipment instead;

(d) For the additional non-family hardship allowance, on whether the duty station has been designated a non-family duty station.

1.9 For the purposes of this scheme only, for Field Service staff in grades FS-1 to FS-6, the amount of the allowances referenced in section 1.8 shall be determined by reference to the amounts for staff at grades P-1 to P-3 in the Professional and higher

categories. For staff members in grade FS-7, the amounts for grade P-4 in the Professional and higher categories apply.

1.10 For internationally recruited General Service staff, the amounts paid shall be the same as those for staff at the P-1 to P-3 levels in the Professional and higher categories.

1.11 When staff members eligible for payment of the allowances are on assignment or travel status, and receive a daily subsistence allowance as a result, the allowances shall continue to be paid on the basis of their appointment at the parent duty station. Staff members on assignment or travel status at non-family duty stations are not eligible for payment of the additional non-family hardship allowance unless they are eligible on the basis of their appointment to their parent duty station.

1.12 When two staff members are married to each other and each is entitled to the allowances, each shall be paid at the single rate. If there are one or more dependent children, the allowances shall be paid at the dependency rate to the staff member in respect of whom the child or children are recognized as dependants. The same provision shall apply when one of the spouses is a staff member of another organization of the United Nations common system.

1.13 The amounts payable under the mobility and hardship scheme are set out in the annex to the present instruction:

(a) Mobility allowance (table 1);

(b) Hardship allowance (table 2);

(c) Non-removal allowance (table 3);

(d) Additional non-family hardship allowance (table 4).

Section 2
Mobility allowance

Qualifying service

2.1 To qualify for payment of the mobility allowance, a staff member must have five years' prior consecutive service as a staff member in the United Nations or another organization of the common system. Service credited towards the five-year requirement may include service as a staff member in one of the categories eligible for payment of the allowance under section 1.2, as well as prior service in a non-eligible category when allowed under section 2.6.

2.2 At all duty stations classified in categories A to E, the mobility allowance is payable from the second assignment, provided the requirement of five years' consecutive service has been met. At duty stations classified in category H, the mobility allowance is payable from the fourth assignment and only if the staff member has had two or more assignments, each for a period of one year or longer, at duty stations classified in categories A to E.

2.3 Service shall not be considered as broken by periods of special leave, but full months of special leave without pay shall not be credited towards the five-year service requirement.

2.4 Staff members holding temporary appointments are not eligible to receive the mobility allowance regardless of any exceptional extension of their appointment beyond 364 days.

Determining the assignment number

2.5 For the purpose of this instruction, the term "assignment", when determining the assignment number of the staff member, shall be understood to mean either the appointment of a staff member to a duty station or transfer of a staff member to a new duty station for a period of one year or longer.

(a) Initial appointments of one year or longer, whether or not official travel was required or such appointment gave rise to an assignment grant, and assignments of one year or longer which involve a change of duty station, shall be counted as one assignment;

(b) If a staff member is assigned to a duty station for a period of one year or longer and such time is subsequently reduced at the initiative of the Organization to less than one year, such service may be counted as an assignment on an exceptional basis.

2.6 Counting of assignments shall be made as follows:

(a) Exceptional periods of service on daily subsistence allowance for a period of one year or longer at the same duty station shall be counted as one assignment, but only upon reassignment or transfer to a new parent duty station;

(b) For staff members who were previously locally recruited in the General Service and related categories or as National Professional Officers and who become eligible for payment of the allowance upon promotion or appointment to a category eligible for such payment, all prior periods of service of one year or longer in the country of recruitment shall be counted as one assignment;

(c) For locally recruited staff members in the General Service and related categories who are assigned to another duty station, or to a field mission, outside the country of recruitment and as a result become eligible for payment of the allowance, the corresponding periods of service of one year or longer shall be counted in the same manner as for staff in the Professional category. Prior service in the country of recruitment as a locally recruited staff member shall be counted as one assignment, in accordance with section 2.6 (b);

(d) For staff members who had previously served under an appointment of limited duration governed by the 300 series of the Staff Rules for a total period of at least one year and who became eligible for payment of the allowance upon conversion of the 300 series appointment, the combined periods of prior service shall be counted as one assignment;

(e) Transfers, secondments and loans to other organizations of the United Nations common system shall be counted in the same manner as movements within the Organization;

(f) Periods of service under a fixed-term appointment of one year or longer as a Junior Professional Officer/Associate Programme Officer or as an Associate Expert, shall be counted notwithstanding the provisions of section 2. Periods of service as a United Nations Volunteer shall not be counted.

Duration

2.7 After five consecutive years at one duty station, payment of the mobility allowance will cease. The count towards the five years begins as of the date of appointment at the duty station. Periods of service away from the parent duty station on assignment or travel status shall not suspend the counting of five years. Full months of special leave without pay shall suspend the counting of five years, and the count shall resume upon return to service.

Section 3
Hardship allowance

3.1 The hardship allowance shall be payable to eligible staff members who are assigned to duty stations classified in categories B, C, D and E from the beginning of their first assignment to any of those duty stations for the duration of their assignment to those locations.

3.2 Eligible staff members who meet the requirement in section 3.1 above shall be eligible for the hardship allowance upon taking up their first assignment, irrespective of whether they receive an assignment grant.

3.3 If there is a change in the category of the duty station to which a staff member is assigned during the course of an assignment, an appropriate adjustment shall be made in the amount to which the staff member is entitled or the allowance shall be discontinued if no amount is payable, as of the effective date of the implementation of the hardship classification.

Section 4
Non-removal allowance

4.1 Staff members who, on assignment to a duty station, are entitled to either full removal under staff rule 7.16 or to an unaccompanied shipment under staff rule 7.15 can opt for the non-removal allowance instead of full removal, without prejudice to staff members opting for a relocation grant in lieu of unaccompanied shipment. The non-removal allowance is only payable if an entitlement to the assignment grant exists. The non-removal allowance shall be payable to staff on initial appointment in their home country only when an assignment grant is paid.

4.2 Staff members holding temporary appointments are not eligible to receive the non-removal allowance regardless of any exceptional extension of their appointment beyond 364 days.

Duration

4.3 Payment of the non-removal allowance is limited to a period of five years of consecutive service at one duty station. No exceptions shall be made to this provision.

Section 5
Additional non-family hardship allowance

5.1 The additional non-family hardship allowance shall be payable to eligible staff members who are assigned to duty stations designated as non-family from the beginning of their assignment and for the duration of their assignment to those locations.

5.2 If there is a change in the designation of the duty station (from family to non-family or the reverse) during the course of a staff member's appointment to the duty station, an appropriate adjustment shall be made to the staff member's salary to account for the amount payable or for discontinuation of the allowance, as of the effective date of the change in the duty station designation.

Section 6
Modalities of payment of the allowances

6.1 The allowances are established and shall normally be paid in United States dollars. Should the staff member request payment of salary and allowances in another currency, in accordance with the provisions of administrative instruction ST/AI/2001/1 on currency and modalities of payment of salaries and allowances, payment shall be made at the United Nations operational rate of exchange prevailing on the date the payment is made. No adjustments shall be made to account for changes in exchange rates once the payment has been made.

6.2 The allowances shall be paid on a monthly basis.

Section 7
Adjustments of payments

Adjustments or discontinuation of payments shall be made when applicable as a result of change of duty station, change of dependency status, change of designation or classification of duty station, promotion, completion of five years' consecutive service at the duty station, period on special leave or separation. An adjustment shall also be made if a staff member receives a special post allowance to a higher level which would bring the staff member's entitlement into another range (this normally would apply for special post allowances at the P-4, D-1 or FS-7 level), thus giving rise to a higher amount of the allowances in accordance with the amounts specified in the tables in the annex.

Section 8
Relationship to other allowances and entitlements

8.1 Amounts paid on account of the mobility and hardship scheme shall not be taken into account in the calculation of the rental subsidy to which staff members may be entitled.

8.2 A staff member shall not be eligible to receive payment of the additional non-family hardship allowance while concurrently receiving the security evacuation

allowance for eligible family members. Accordingly, payment of the security evacuation allowance shall cease upon payment of the additional non-family hardship allowance.

8.3 Notwithstanding section 8.2, a staff member in receipt of the additional non-family hardship allowance who is temporarily relocated or evacuated from a non-family duty station will continue to be eligible for payment of the security evacuation allowance for himself or herself under the provisions of the security management system.

8.4 A staff member holding a permanent, continuing or fixed-term appointment assigned to a non-family duty station may be eligible for home leave travel, family visit travel and reverse education grant travel. The staff member will not, however, be eligible for home leave travel in respect of family members.

Section 9
Final provisions

9.1 The present administrative instruction shall enter into force on 1 July 2011.

9.2 Administrative instruction ST/AI/2007/1 on the mobility and hardship allowance is hereby abolished.

(*Signed*) Angela **Kane**
Under-Secretary-General for Management

Annex

Amounts payable under the mobility and hardship scheme

Table 1
Mobility allowance
(Annual amounts in United States dollars)

Group 1 (P-1 to P-3)
Dependency status

Duty station category	*Number of assignments*			
	1	*2-3*	*4-6*	*7+*
H	—	—	2 630	3 290
A	—	6 960	9 400	12 690
B	—	6 960	9 400	12 690
C	—	6 960	9 400	12 690
D	—	6 960	9 400	12 690
E	—	6 960	9 400	12 690

Single status

Duty station category	*Number of assignments*			
	1	*2-3*	*4-6*	*7+*
H	—	—	1 970	2 460
A	—	5 220	7 060	9 520
B	—	5 220	7 060	9 520
C	—	5 220	7 060	9 520
D	—	5 220	7 060	9 520
E	—	5 220	7 060	9 520

Group 2 (P-4 and P-5)
Dependency status

Duty station category	*Number of assignments*			
	1	*2-3*	*4-6*	*7+*
H	—	—	2 990	3 740
A	—	8 000	10 800	14 580
B	—	8 000	10 800	14 580
C	—	8 000	10 800	14 580
D	—	8 000	10 800	14 580
E	—	8 000	10 800	14 580

Single status

Duty station category	*Number of assignments*			
	1	*2-3*	*4-6*	*7+*
H	—	—	2 250	2 800
A	—	6 010	8 110	10 940
B	—	6 010	8 110	10 940
C	—	6 010	8 110	10 940
D	—	6 010	8 110	10 940
E	—	6 010	8 110	10 940

Group 3 (D-1 and above)
Dependency status

Duty station category	*Number of assignments*			
	1	*2-3*	*4-6*	*7+*
H	—	—	3 360	4 200
A	—	9 040	12 210	16 490
B	—	9 040	12 210	16 490
C	—	9 040	12 210	16 490
D	—	9 040	12 210	16 490
E	—	9 040	12 210	16 490

Single status

Duty station category	*Number of assignments*			
	1	*2-3*	*4-6*	*7+*
H	—	—	2 520	3 150
A	—	6 780	9 160	12 360
B	—	6 780	9 160	12 360
C	—	6 780	9 160	12 360
D	—	6 780	9 160	12 360
E	—	6 780	9 160	12 360

Table 2
Hardship allowance
(Annual amounts in United States dollars)

	Group 1 (P-1 to P-3)		*Group 2 (P-4 and P-5)*		*Group 3 (D-1 and above)*	
Duty station category	*Dependency status*	*Single status*	*Dependency status*	*Single status*	*Dependency status*	*Single status*
H	—	—	—	—	—	—
A	—	—	—	—	—	—
B	5 670	4 250	6 800	5 100	7 940	5 950
C	10 210	7 650	12 470	9 360	14 740	11 060
D	13 610	10 210	15 880	11 910	18 140	13 610
E	17 010	12 760	20 410	15 310	22 680	17 010

Table 3
Non-removal allowance
(Annual amounts in United States dollars)

	Group 1 (P-1 to P-3)		*Group 2 (P-4 and P-5)*		*Group 3 (D-1 and above)*	
Duty station category	*Dependency status*	*Single status*	*Dependency status*	*Single status*	*Dependency status*	*Single status*
H	2 100	1 580	2 630	1 970	3 150	2 360
A	2 100	1 580	2 630	1 970	3 150	2 360
B	2 100	1 580	2 630	1 970	3 150	2 360
C	2 100	1 580	2 630	1 970	3 150	2 360
D	2 100	1 580	2 630	1 970	3 150	2 360
E	2 100	1 580	2 630	1 970	3 150	2 360

Table 4
Additional non-family hardship allowance
(Monthly amounts in United States dollars)

	Group 1 (P-1 to P-3)		*Group 2 (P-4 and P-5)*		*Group 3 (D-1 and above)*	
	Dependency status	*Single status*	*Dependency status*	*Single status*	*Dependency status*	*Single status*
	1 418	532	1 70[illegible]	638	1 890	709

United Nations ST/AI/2011/7

Secretariat

28 June 2011

Administrative instruction

Rest and recuperation

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/2009/4, and for the purpose of implementing section C, paragraphs 6 and 8, of General Assembly resolution 65/248, promulgates the following:

Section 1
General provisions

Purpose and definitions

1.1 Staff members required to work for extended periods at duty stations under hazardous, stressful and difficult conditions shall be granted regular periods of rest and recuperation under the terms of the present instruction, in order to protect their health and well-being and to ensure optimal work performance upon the resumption of their duties, while preserving the operational readiness of the Organization. Rest and recuperation is a means by which staff members and other eligible individuals can take regular authorized time off to leave the duty station approved for rest and recuperation purposes in order to be given a break from the dangerous, stressful, isolated working and living conditions under which they serve. Rest and recuperation is not an additional annual leave entitlement or financial compensation for the degree of hardship and insecurity of a duty station.

1.2 The following definitions apply for the purposes of the present instruction:

(a) *Duty station approved for rest and recuperation purposes*: a duty station approved by the Office of Human Resources Management where staff members and other eligible individuals are authorized time off for rest and recuperation;

(b) *Rest and recuperation destination*: a location that is designated by the Organization to provide relief from an unstable and stressful environment and is conducive to rest;

(c) *Assignment*: a staff movement to a department, office or mission, with or without a change in duty station, for a limited period of time, during which the releasing department or office remains responsible for reabsorbing the staff member.

1.3 The authorized time off for rest and recuperation shall consist of five consecutive working days of authorized absence not charged to annual leave, plus

Please recycle

actual travel time in each direction to and from the rest and recuperation destination. To ensure that the purpose set out in section 1.1 above is achieved, rest and recuperation shall be granted once the conditions set out in section 3 below have been met, in order to give staff members and other eligible individuals time off at regular intervals for rest and recuperation away from the duty station approved for rest and recuperation purposes.

Eligibility

1.4 The following individuals shall be eligible for rest and recuperation, provided they serve at duty stations approved for rest and recuperation purposes in accordance with section 2 below:

(a) Staff members who have been internationally recruited as determined by the Staff Rules and are appointed or are on travel status to the duty station approved for rest and recuperation purposes;

(b) Locally recruited staff members on travel status to the duty station approved for rest and recuperation purposes, provided the duty station is in a country other than the country of the parent duty station;

(c) Internationally recruited United Nations Volunteers appointed or on travel status to the duty station approved for rest and recuperation purposes.

1.5 The benefit of rest and recuperation does not extend to family members who are authorized to be present at duty stations approved for rest and recuperation purposes.

Section 2
Approval of duty stations for rest and recuperation purposes

2.1 Duty stations shall be approved for rest and recuperation by the Office of Human Resources Management following inter-agency consultations.

2.2 The approval of a duty station for rest and recuperation purposes shall be subject to periodic reviews. However, significant changes in the duty station environment may result in a determination between periodic reviews that the duty station should, or should no longer, be approved for rest and recuperation purposes.

2.3 Staff members and other eligible individuals shall be informed[1] of the duty stations approved for rest and recuperation purposes and of the effective date of that approval.

Effect of change in approval status

2.4 Staff members and other eligible individuals already present at a duty station newly approved for rest and recuperation purposes shall begin to accrue qualifying service from the effective date of the approval.

2.5 Should the approval of a duty station for rest and recuperation purposes be withdrawn, staff members and other eligible individuals having served the applicable period of qualifying service as at the effective date of the cessation may

[1] The list of duty stations approved for rest and recuperation purposes is published in an information circular, on the United Nations intranet and on the website of the Office of Human Resources Management: http://www.un.org/Depts/OHRM/salaries_allowances.

avail themselves of rest and recuperation within the following month, as provided in section 3.11 below. There shall be no prorating of the rest and recuperation benefit for any period of qualifying service shorter than the required period before the effective date of the cessation.

Section 3
Rest and recuperation conditions

Frequency

3.1 In order to achieve the purpose defined in section 1.1 above, staff members and other eligible individuals shall be authorized time off for rest and recuperation purposes after a period of qualifying service, as determined by the Office of Human Resources Management following inter-agency consultations so as to ensure harmonization across the United Nations common system. The annex to the present administrative instruction provides the generic framework for the granting of rest and recuperation and determination of its frequency.

3.2 Should security or severe hardship conditions improve or deteriorate at specific duty stations, the duration of the period of qualifying service may be adjusted by the Office of Human Resources Management after inter-agency consultations.

3.3 Rest and recuperation shall not be granted during the last month of service at a duty station approved for rest and recuperation purposes, subject to section 3.11 (c) below.

Qualifying service

3.4 In order to be granted time off for rest and recuperation, service at a duty station approved for rest and recuperation purposes must be uninterrupted. The occurrence of any of the following shall interrupt the qualifying service:

(a) Travel on official business outside the duty station, including travel for training purposes, if the eligible individual takes more than three days of annual or special leave in conjunction with official travel;

(b) Absence from the duty station on family leave, family visit travel, home leave, sick leave, special leave or annual leave for more than three working days, consecutive or otherwise.

3.5 The period of qualifying service shall run from the date of arrival of the staff member or other eligible individual at the duty station, or from the date of return to such a duty station after an interruption of qualifying service, or from the date of return to such a duty station after an absence on rest and recuperation.

3.6 When qualifying service has been interrupted, such service accrued before the interruption shall be forfeited and a new period shall begin upon the staff member's or other eligible individual's return to the duty station approved for rest and recuperation purposes.

3.7 Qualifying service shall be considered suspended when an eligible individual travels on official business outside the duty station, including travel for training purposes, to a duty station that is *not* approved for rest and recuperation purposes.

The period of qualifying service will resume from the date of return to the duty station approved for rest and recuperation purposes.

3.8 Qualifying service shall not be considered interrupted or suspended when:

(a) An eligible individual travels on official business outside the duty station, including travel for training purposes, to a duty station approved for rest and recuperation purposes. In such a case, the qualifying service will continue to accrue while the individual is on official business;

(b) An eligible individual is transferred or reassigned from one duty station approved for rest and recuperation purposes to another such duty station, without availing himself or herself of leave. In such a case, qualifying service accrued at the first duty station may be carried forward for the purpose of calculating the overall qualifying service for rest and recuperation purposes.

Duration of rest and recuperation absence from the duty station and combination with other types of authorized absence

3.9 Rest and recuperation is granted for five consecutive working days not charged to annual leave, in addition to the actual travel time to the designated rest and recuperation destination.

3.10 Subject to exigencies of service, rest and recuperation may be taken in conjunction with the following:

(a) Official holidays;

(b) Annual leave, except when such leave is taken for home leave or family visit travel as provided in section 3.11 (a) below. Where rest and recuperation is combined with annual leave, any illness occurring during the period of annual leave shall be subject to the provisions of staff rule 6.2 (e);

(c) Certified sick leave, subject to appropriate medical certification;

(d) Travel on official business, subject to the relevant staff rules:

(i) When staff members or other eligible individuals are permitted to combine rest and recuperation with travel on official business for their personal convenience, any additional costs above the normal entitlement in respect of the official business travel shall be borne by the individual;

(ii) The Organization shall not be responsible for any additional expenses or liabilities that may be incurred as a result of combining rest and recuperation with travel on official business, including any costs incurred in connection with delays, ticket changes, cancellations or fare increases.

3.11 Notwithstanding section 3.4 (b), rest and recuperation may not be combined with any of the following:

(a) Travel on home leave, family visit or return travel in relation to an education grant. Should such a combination occur after the approval or commencement of rest and recuperation, all days previously authorized as rest and recuperation shall be charged to annual leave;

(b) Maternity leave, paternity leave or uncertified sick leave. Should such a combination occur after the approval or commencement of rest and recuperation, all

days previously authorized as rest and recuperation shall be charged to annual leave or other leave, as appropriate;

(c) Travel on departure from the duty station approved for rest and recuperation purposes at the end of the staff member's or other eligible individual's appointment or assignment, unless he or she is transferred or reassigned to another duty station approved for rest and recuperation purposes under section 2 above, and he or she does not take any leave.

Timing of rest and recuperation

3.12 In order to achieve its purpose, rest and recuperation must be taken within one month following the completion of the period of qualifying service and shall be forfeited if the staff member or other eligible individual elects not to take it within the prescribed period. Should exigencies of service, as determined by the head of office or chief of mission support at the duty station approved for rest and recuperation purposes, make it impossible for a staff member or other eligible individual to take rest and recuperation within that period, it may be taken during the following month on an exceptional basis. A new period of qualifying service shall begin upon the staff member's or other eligible individual's return to the duty station.

3.13 Rest and recuperation may not be taken in advance, carried forward from one qualifying period to the next or combined with subsequent rest and recuperation periods.

3.14 In view of the strict constraints on the times during which rest and recuperation may be taken, the head of office or chief of mission support at the duty station is required to plan the allocation of human resources accordingly. In particular, each head of office or chief of mission support shall make the arrangements necessary to ensure that:

(a) Eligible individuals are able to avail themselves, at the appropriate intervals, of their rest and recuperation benefit;

(b) The office is appropriately covered within existing resources during the period of the eligible individual's absence on rest and recuperation.

Rest and recuperation destinations

3.15 Rest and recuperation shall be taken outside the duty station approved for rest and recuperation purposes.

3.16 The Organization's designation of rest and recuperation destinations takes into consideration the availability of United Nations transportation. Eligible individuals may, however, travel to any location in accordance with sections 3.17 to 3.20.

Transportation

3.17 The Organization shall pay for the cost of travel in the lowest fare, economy class, by the cheapest and most direct route from the duty station approved for rest and recuperation purposes to the designated rest and recuperation destination. The Organization may purchase the ticket or provide a lump sum payment equivalent to the cost of the air ticket the Organization would have otherwise purchased had the staff member travelled to the designated rest and recuperation destination.

3.18 Whenever United Nations transportation is available, it will be provided free of charge and no payment for travel costs will apply. Should a staff member or other eligible individual choose for his or her own convenience to travel on a date when United Nations transportation is not available, no payment for travel costs will apply.

3.19 As provided in section 3.10 (d) above, rest and recuperation may be combined with travel on official business. Daily subsistence allowance and terminal expenses are not, however, payable for continuation of travel on rest and recuperation.

3.20 Regardless of the destination chosen by the eligible individual to rest and recuperate, which may be different from the designated rest and recuperation destination, the Organization's financial responsibility shall be limited to the transportation costs as indicated in sections 3.17 and 3.18 above.

3.21 Notwithstanding section 3.18, if the Organization has designated two rest and recuperation destinations and a lump sum is provided in lieu of purchasing a ticket, the Organization will determine the lump sum amount applicable for each rest and recuperation destination. If the lump sum amounts vary, the Organization shall provide the lower of the two lump sum amounts. The higher of the two lump sum amounts shall only be payable upon the staff member's or other eligible individual's request; he or she must provide proof of travel to the rest and recuperation destination for which the higher lump sum is applicable.

3.22 In accordance with section 1.5, transportation or payment for travel costs shall not be provided to family members who are authorized to be present at duty stations approved for rest and recuperation purposes.

Relationship of rest and recuperation with other entitlements

3.23 Staff members and other eligible individuals shall retain their pay status while on rest and recuperation. Regardless of whether transport is provided by the United Nations, daily subsistence allowance and terminal expenses are not payable while the eligible individual is on rest and recuperation.

3.24 Rest and recuperation does not affect the periodicity or accrual of travel or leave entitlements. However, travel on home leave, family visit or reverse education grant shall not be authorized until at least one month after the eligible individual's return from rest and recuperation.

3.25 No overtime or compensatory time off shall be granted to internationally recruited staff members at duty stations approved for rest and recuperation purposes.

Section 4
Final provisions

4.1 The present instruction shall enter into force on the date of its issuance.

4.2 Administrative instruction ST/AI/2010/9 is hereby abolished.

(*Signed*) Angela **Kane**
Under-Secretary-General for Management

Annex

Rest and recuperation framework

Frequency	*Conditions*
4-6 weeks	A frequency in the range of 4-6 weeks is considered as exceptional and temporary in nature: • To be considered in non-family duty stations[a] with active conflict and where United Nations premises and/or staff are clearly targeted and work in very insecure conditions due to their association with or employment by the United Nations common system organizations. The United Nations country team discusses and agrees on the frequency to be recommended to the Field Group of the Human Resources Network.
6 weeks	All non-family duty stations[a] with one or more of the following extreme conditions: ◦ Active conflict ◦ Pandemics or other equivalent health-related emergencies ◦ Natural disaster or other similar extreme conditions
8 weeks	• All other non-family duty stations[a] • All non-capital duty stations[b] with a hardship classification of E
12 weeks	• All capital duty stations[b] with a hardship classification of E • All non-capital duty stations[b] with a hardship classification of D • First step of discontinuation of the rest and recuperation benefit for duty stations having previously had shorter frequencies, after conversion to family duty station status
16 weeks	• All capital duty stations[b] with a hardship classification of D

[a] The term "non-family duty station" is used when eligible dependants have been evacuated on a long-term basis or are not allowed to travel to the staff member's duty station for security reasons.

[b] Duty stations classified as D and E that do not have security restrictions but where the local conditions make them unsuitable for families owing to the lack of educational and health facilities and basic goods.